



Fw: ANP Submission Reply Letter Process - - Draft

MichaelA Flagg to: Matthew Lakin

10/19/2012 04:38 PM

Cc: Meredith Kurpius, Gwen Yoshimura, Katherine Hoag, Elfego Felix, Dena Vallano

From: MichaelA Flagg/R9/USEPA/US
To: Matthew Lakin/R9/USEPA/US@EPA,
Cc: Meredith Kurpius/R9/USEPA/US@EPA, Gwen Yoshimura/R9/USEPA/US@EPA, Katherine Hoag/R9/USEPA/US@EPA, Elfego Felix/R9/USEPA/US@EPA, Dena Vallano/R9/USEPA/US@EPA

Matt,

Will there be an opportunity for a review the language of the draft letter template?

Just curious. Thanks!

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----- Forwarded by MichaelA Flagg/R9/USEPA/US on 10/19/2012 04:35 PM -----

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Cc: Andrew Steckel/R9/USEPA/US@EPA
Date: 10/19/2012 04:23 PM
Subject: ANP Submission Reply Letter Process - - Draft

ANP Review Team,

I just wanted to give you a status report of where we are with this. We have generated a draft letter (thank you Meredith & Elfego for your contributions) that has been sent to Matt for his review. I'm assuming we will tweak this letter next week and obtain the necessary reviews.

Also, below is the initial cut of process steps to ensure that we can generate consistent replies to the ANP submissions. This initial list is based on a discussion between Matt and myself, which I'm sure will also be tweaked as we get further down the road.

Steps: - - Draft

- Create letter (template)
 - Part standard language
 - Part optional language depending on the individual circumstances of each plan
- Send letter (with specific fields to be completed) to reviewers
- When reviewer completes their evaluation they send the requested information back to Bob
- Bob drafts the letter, then sends it back to the reviewer
- When the reviewer and Bob concur, Bob sends the letter to Matt for his review
- If Matt suggests changes we iterate the last two steps

- When letter is final Bob sends it to Norma
- Norma to print letter on letterhead and obtain Matt's signature

Finalizing:

- Norma will mail hardcopy (*hardcopy paper needs to have EPA watermark, per Ceciley*)
- I will create a PDF version:
 - Substitute /s/ for signature
 - E-mail to Matt & Reviewer
 - Upload to G: drive

Also, I will be talking to Norma next week to coordinate the back end of this process.

Bob

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